

CITY OF MILPITAS
Effective: 5/6/97
EEOC: Paraprof'l
FLSA: Nonexempt
UNIT: ProTech/
Housing
PHYSICAL: 1

SENIOR HOUSING AND NEIGHBORHOOD PRESERVATION SPECIALIST

DEFINITION

Under general supervision, to implement varied housing projects and programs; to assist property owners and others in obtaining loans and grant funds to improve housing; to oversee and supervise activities related to code compliance including investigation and resolution of citizen complaints; and other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Housing and Neighborhood Preservation Specialist is a working supervisor in the Housing and Neighborhood Preservation Specialist series. This classification is distinguished from the Housing and Neighborhood Preservation Manager in that the latter is responsible for planning, directing, and supervising all major activities of the Housing and Neighborhood Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Housing and Neighborhood Preservation Manager.

Exercises direct supervision over the Housing and Neighborhood Preservation Specialist and office support positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, supervise, and evaluate the work of assigned technical and office support staff. Provide training as necessary.

Review, analyze, evaluate, and recommend adoption of federal, state and local programs to meet City housing needs; structure and modify programs to meet specific City circumstances.

Act as a project manager for City-sponsored affordable housing projects, including site acquisition, financing, contract administration, and construction as required.

Participate in and coordinate the housing rehabilitation loan program; process and monitor housing loans and grants from application through construction completion and loan servicing; determine property improvement needs; originate loans; prepare or review specifications; coordinate or oversee project bidding, inspections and management; authorize disbursements; mediate disputes.

Coordinate applications for Community Development Block Grant (CDBG), HOME and other related public and private funding sources; oversee related projects and assure compliance with federal and state laws and regulations.

Oversee and maintain accurate records and files of projects and cases; monitor funds expended; prepare a variety of periodic and special reports related to grant, loan and City-sponsored programs; provide input on budget preparation.

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Oversee the City's Code Compliance program; may receive and respond to complaints concerning animals, abandoned vehicles, sanitation, graffiti, and Housing Code, zoning and sign violations; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and compile statistics.

Prepare and oversee the preparation of reports, letters and memoranda relative to housing and code compliance activities.

Provide public information and referral services relative to housing and code compliance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, procedures and regulations in housing, financing, land acquisition, construction, rehabilitation and grant administration.

Principles of the Uniform Housing Code, zoning code, and other local codes concerning health, sanitation and property nuisances.

Federal and state laws pertaining to funding sources for housing and social services, including Community Development Block Grant (CDBG) and HOME.

Procedures, regulations and practices in code enforcement, housing rehabilitation, and loan applications.

Principles and practices of public administration including organization, budget and personnel management.

Techniques for effectively dealing with people from various socio-economic, ethnic and age groups.

Research concepts and methods.

Computer applications related to the work.

Ability to:

Plan, organize, supervise, train, review and evaluate the work technical and clerical staff in a manner conducive to independent judgment and high performance and personal accountability.

Interpret and apply federal, state and local laws, rules and regulations related to housing and code compliance.

Analyze, interpret, apply and explain laws, rules, codes and regulations related to housing production, preservation and maintenance and code compliance.

Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.

Independently follow through and coordinate multiple projects and meet critical deadlines.

Analyze construction bid documents and contracts, financial statements and real property documents.

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Maintain accurate records and case files.

Communicate clearly, concisely and effectively, orally and in writing.

Establish and maintain effective work relationships with assigned staff, individuals from other City departments and agencies, and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

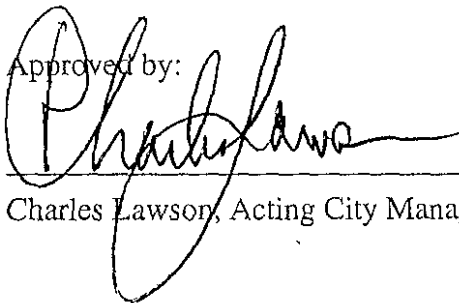
Three years of progressively responsible technical experience in housing programs or code enforcement. Lead or supervisory experience is highly desirable.

Education:

Equivalent to the completion of sixty semester units of college level studies with major course work in public or business administration, finance, economics or a closely related field. Technical experience in housing programs or code enforcement may be substituted for the education on a year for year basis to a maximum of two years.

License and Certificates:

Possession of or ability to obtain and maintain a Valid California Driver's License.

Approved by:

Charles Lawson, Acting City Manager

8-6-97
Date